

**FRESNO, CALIFORNIA
CLASS SPECIFICATION**

ASSOCIATE PROJECT MANAGER

FLSA STATUS:

Non-Exempt

CLASS SUMMARY:

The Associate Project Manager is the first level in a three-level Project Management series. Incumbents are responsible for planning, directing and coordinating activities for routine or less complex projects. Responsibilities focus on developing and maintaining project scope, schedule, and budgetary costs.

The Associate Project Manager is distinguished from the Project Manager, which has responsibility for managing complex projects.

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TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)

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QUENCY**

1.	Coordinates projects including assigning and planning for necessary resources; <u>assisting with preparation of plans and specifications; preparing requests for proposals; preparing contracts and agreements</u> ; cost estimating; working with City departments to ensure needs are met; monitoring and verifying schedules; negotiating change order settlements; maintaining and tracking project budgets; resolving disputes regarding quality of work, construction costs, or schedule deviations; preparing and/or verifying documentation through project close-out; <u>writing City Council Staff Reports</u> ; and/or, performing other related activities.	Daily 40%
2.	Conducts on-site inspections; monitors the work of contractors, technicians, and consultants and provides information on City policies, procedures, and processes; <u>and ensures compliance with contracts, plans and specifications</u> .	Daily 20%
3.	Responds to requests for information, concerns, and/or complaints regarding projects; and resolves customer complaints.	Weekly 10%
4.	Participates in a variety of meetings in order to receive and convey information.	Weekly 10%
5.	<u>Participates in the management of</u> capital improvement <u>or development</u> projects, including obtaining consulting and construction services.	Monthly 15%
6.	Participates in the preparation of the annual and Capital Improvement Project budgets.	Annually 5%
7.	Performs other duties of a similar nature or level.	As Required

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POSITION SPECIFIC RESPONSIBILITIES MIGHT INCLUDE:

Positions assigned to Fire may be responsible for:

- Managing the property and facility management program, including capital projects, maintenance and repair projects, special projects, and/or related projects;
- Procuring products and services;
- Administering contracts for property and facility related services.

Positions assigned to Housing & Community Development may be responsible for:

- Assisting with the predevelopment of residential housing projects;
- Preparing project agreements;
- Assisting with the development of various City ordinances related to housing;
- Implementing housing development programs;
- Administering grants;
- Administering, facilitating, and monitoring affordable housing development projects.

Positions assigned to the Airport may be responsible for:

- Planning, coordinating, and facilitating the Part 150 Noise Compatibility Program;
- Administering grants;
- Conducting field investigations and inspections.
- Manages development projects, including obtaining consulting and construction services.

Positions assigned to Facilities Management may be responsible for:

- Estimating costs for labor and materials for special and capital improvement projects;
- Allocating labor and materials, scheduling work, monitoring the progress of remodeling, improvement, maintenance and construction of City-owned or leased buildings and facilities;
- Assisting in the preparation of bid specifications;
- Administering contracts for property and facility-related services, including preparation of change orders, monitoring costs, and inspection of field work.

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Training and Experience (positions in this class typically require):

- Bachelor's Degree in Architecture, Engineering, Construction Management, Business Administration or a related field and one year of related project administration experience are required;
- OR
- An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements (positions in this class typically require):

- Basic Class C License

Knowledge (position requirements at entry):

Knowledge of:

- Project management principles and practices;
- Architectural and engineering practices;
- Applicable Federal, State and Local laws, codes, ordinances, policies, procedures, rules and regulations;
- Applicable computer software packages;
- Mathematical concepts;
- Research methods;
- Construction operations;
- Contract and grant management principles and practices.

Skills (position requirements at entry):

Skill in:

- Managing projects
- Reading and interpreting construction drawings;
- Managing databases;
- Prepare and proofread clear, concise, and comprehensive reports, records, and other written documents
- Managing multiple priorities simultaneously
- Using computers and applicable software applications
- Communication, interpersonal skills as applied to interaction with coworkers, supervisors, the general public, management staff, executive staff, consultants, contractors, etc. sufficient to exchange or convey information and to receive work direction.

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Physical Requirements:

Positions in this class typically require: feeling, finger dexterity, grasping, hearing, repetitive motions, seeing, talking, bending, kneeling, lifting, reaching, standing, stooping, walking, balancing, climbing, crawling and crouching.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Incumbents may be subjected to extreme temperatures, work space restrictions, inadequate lighting, intense noises, travel and heights.

Note:

The above job specification is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

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Classification History:

Draft prepared by Fox Lawson & Associates (LM)
Date: 12/2007